

2005 ENERGY STAR® Award for Small Businesses and Congregations



Are you a small business or congregation that has improved the energy efficiency of your facility(s)? Tell us your energy-efficiency story by **April 1st, 2006** to apply for an ENERGY STAR Award for your small business or congregation.

Award winners receive:

- An attractive ENERGY STAR plaque for your facility.
- Public recognition announcements to your hometown news media, business and community organizations.
- Inclusion in ENERGY STAR Network's online success stories or award winner abstracts.
- Where possible, recognition from other federal, state, and local organizations.

Who Should Apply or Nominate Their Participants, Customers, or Clients?

Individual Small Businesses and Congregations

If you are a small business, congregation, or non-profit who has increased the energy efficiency of your facility through upgrades or energy management improvements such as energy-efficient lighting, heating, cooling, or building shell improvements within the last three years you should apply for the award today!

Utilities, Public Benefit Funds, Financiers, and Service and Product Providers

If you provided products, services, financing, or grants to a small business or non-profit for the purposes of energy-performance upgrades, you can nominate your clients for an award. A completed application must be submitted for each nomination, including contact information for an individual within your organization and that of the nominee's. You must also contact your client about the nomination.

Are You Eligible?

To be eligible for an Award:

- The total square footage of the facility(s) must be 100,000 square feet or less.
- The organization must be independently owned/operated. For example, a franchised quick-service restaurant is an eligible small business, but not a corporate-owned chain restaurant.
- The organization (or its nominator) must supply a narrative on the upgrades, improvements, and energy-efficient products installed in the facility(s).
- Congregations, non-profit organizations, and private schools are eligible.

The following are NOT eligible for an Award:

- Federal, state, and local government institutions and public schools are not eligible, but may apply for other ENERGY STAR awards at www.energystar.gov.

Award Criteria

The judging of applications and selection of finalists will be based upon the following criteria:

- Comprehensiveness and results of energy-efficiency improvements and energy management efforts within the facility(s).
- Use of innovative energy-efficiency technologies and strategies.
- Use of ENERGY STAR resources such as ENERGY STAR qualified products, tools, and technical support.
- The accuracy, reliability and specificity of the information presented will be considered in the evaluation of all applications. All information may be verified.
- All applications must be complete and legible. Applications can be hand written, typed or submitted in Microsoft™ Word or Corel™ WordPerfect format, and must address all of the application's required fields.

Finalist's Energy Savings may be Verified

To ensure the integrity of the awards, finalists may be asked to provide past utility billing information, or to request that their utility provide the billing information directly to ENERGY STAR.

How To Submit Your Application

Simply complete the attached application; it is designed to provide guidance, and to provide examples of energy-efficiency measures you may have implemented in your facility(s). Mail, fax, or e-mail the application, along with any supporting material, to the ENERGY STAR technical support contractor by **December 31st, 2005**.

Mail:

ENERGY STAR Small Business and Congregations Network C/O, Aspen Systems Corporation
2277 Research Boulevard, Mail Stop 4T, Rockville, MD 20850

Fax: (301) 977-3679

E-mail: epasmallbiz@aspensys.com

Need Help?

ENERGY STAR Small Business and Congregations support staff are able to help you throughout the application process. Simply call 1-888-STAR-YES (1-888-782-7937) or visit www.energystar.gov/smallbiz and www.energystar.gov/congregations to send e-mail messages to ENERGY STAR support staff for guidance on:

- Eligibility of your facility(s).
- Determining what aspects of your efforts you should include in your application.
- Clarification of evaluation criteria.
- Collecting any information requested by the Network for verification.

Note: ENERGY STAR reserves the right to contact all award applicants, or to decline applications for any reason. ENERGY STAR may use any/all information contained in this application. Award applications and supporting materials will not be returned to the applicant.

Section 1: Provide General Information * Indicates required field

Applicant or Individual Associated with Nominated Organization

Name:* _____ Title:* _____

Organization Name:* _____

Phone:* _____ Fax:* _____

Street Address:* _____

City:* _____ State:* _____ Zip:* _____

E-mail _____ Website: _____
(very helpful)

Tax Status:* (Check One) ☐ For-Profit ☐ Non-Profit

Primary Organization Function (Check One)*			
Education	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Food Sales	<input type="checkbox"/>	Mercantile/Service	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	Office	<input type="checkbox"/>
Health Care	<input type="checkbox"/>	Warehouse/Storage	<input type="checkbox"/>
Home-Based Business	<input type="checkbox"/>	Congregation	<input type="checkbox"/>
Lodging	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

Describe your organization:* Examples include: *business/organization type, clientele, and core values.*

Nominating Organization (Example: Utility, Public Benefit Program, Service and Product Provider)

Note: If you are nominating your own organization, please skip this section and proceed to Section 2.

Name:* _____ Title:* _____

Organization Name:* _____

Phone:* _____ Fax:* _____

Street Address:* _____

City:* _____ State:* _____ Zip:* _____

E-mail _____ Website: _____
(very helpful)

Nominating Organization Type*	Service and Product Provider	Utility	Public Benefit Fund	Other (Specify)
(Check One)				

Note: Nominee must be notified of application submittal.

Section 2: Provide Building Characteristics (Copy and Repeat for Multiple Facilities)

Building Characteristic	Unit of Measure
Building Size*	Square Feet
Number of Floors*	Number
Hours of Operation* (approximate)	Hours per Week

Ownership Status* (Check One)	Rent _____	Own _____
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Has there been a significant change in operating hours? If yes, please describe below.*

Section 3. Provide Energy Savings Estimates*

Utilities Used by Facility	Check All Used by Facility	Annual Energy Savings	Unit of Measure (Note if different)	Annual Cost Savings (\$)
Electricity			kWh	
Natural Gas			Therm	
Oil			Gallon	
Propane			Pound	
Other (Specify)			Other	
			Total (\$)	

Section 4: Describe Your Organization's Energy Performance Improvements (as applicable)*

Please provide a narrative, as an attachment, of the improvements your organization has made to improve energy efficiency in your facility(s). Be sure to include specific information on the actions you took, what general time period improvements were implemented, and the results of your project. This description of improvements should include the following information, where applicable:

Upgrades to Building and Systems:

- **Lighting:** Upgrades to lamps, fixtures, controls, design, or usage patterns. Examples include: *compact fluorescent lamps (CFLs), dimming systems, daylighting, occupancy sensors, T5 or T8 fluorescent lamps, electronic ballasts, and light-emitting diode (LED) exit signs.*
- **Heating and Cooling Systems:** Upgrades to heating, ventilating, and air-conditioning (HVAC) systems and controls. Examples include: *programmable thermostats, scheduled maintenance/service contracts, high-efficiency water heaters, high-efficiency heating or cooling units (boiler, furnace, heat pump, air conditioner, etc.), variable speed drives for heating and cooling units, multiple stage compressors, and advanced controls.*
- **Building Shell and Insulation:** Upgrades to building shell, insulation, or sealing. Examples include: *increased R-value of ceiling/wall cavity insulation, double-paned glass, Low-E windows, insulation of water heater and pipes, sealing of gaps, caulking, cool roofing, and radiant barriers.*
- **Other Building, Sector Specific, or Innovative Upgrades:** Other energy-efficiency measures implemented in your facility(s) not already outlined above. Examples include: *building automation, and business sector specific improvements.*
- **ENERGY STAR Qualified Products and Resources:** Please note the use of any ENERGY STAR qualified products in your facility(s). Please visit www.energystar.gov/products for a complete list of ENERGY STAR qualified products. Also include any ENERGY STAR resources that you used during your organization's project. Examples include: *commercial food service equipment, consumer electronics, office equipment, CFLs, room air conditioners, and ENERGY STAR informational publications/services.*

Changes in Energy Management Practices:

- **Operation, Maintenance, and Energy Management Improvements:** Improvements to business operating characteristics, maintenance procedures, and energy management practices. Examples include: *changes in operating practices, process changes, tracking of utility costs, maintenance contracts on building equipment, employee/occupant education programs, and energy management programs.*

Miscellaneous/Other:

- **Organizational Benefits, Lessons Learned, Quotes, and Photos:** Benefits beyond energy savings, such as increased comfort, increased sales, increased productivity, and/or community recognition. Please provide any quotes/comments regarding your facility(s)'s energy performance, as well as photos of the facility(s) and/or facility(s) owners/operators.
- **Barriers and Obstacles Encountered:** Describe any obstacles you overcame to complete your upgrade(s), such as financing or regulatory barriers. Also, please state any lessons learned that you would like to convey to others.
- **Clean/Renewable Energy, and Combined Heat and Power:** Renewable energy measures implemented in your facility. Examples include: *photovoltaic solar panels, wind turbines, combined heat and power, passive solar design, solar water heating, and green power purchasing.*